

Present at the Administrative session of the Mayor and Town Council of Oakland held at 4:00 PM were the following:

Kathy Shaffer	Mayor
Jay Moyer	Council President
Sherwin Teagarden	
Fred Gregg	
Dave Bruffy	
Tonya Helbig	
Dave Beard	

Also present were the Town Clerk, Cindy Coddington, Director of Administration and Finance, Randy Bittinger and Trevor King

The first item discussed was the FY25 Budget for the Town of Oakland. Randy Bittinger addressed the council by first recognizing Gwen Evans, the previous Executive Coordinator who had performed well with the Town's funds and budgeting over the last 34 years. He started with a brief synopsis on the current situation with the State of Maryland and their own budget issues along with future concerns of decreased funding. He reviewed revenue and expenses with council and each member was given a copy to review for the public hearing to be held at the April 1, 2024 meeting. Randy informed the council there is a balanced budget for the Town of Oakland in FY25

Jay Moyer asked for discussion on the cemetery mowing contract as it stands now. We will be contracting again in 2024 with JTL Services, and he has mentioned his costs have increased and the possible need to come before council at a later date to request additional funding. The discussion ended with the council asking Randy Bittinger to gather the information regarding the mowing contract amount over the last year for review as needed.

There was a brief discussion regarding the GOBA and Heritage accounts with Jay Moyer asking that a group come together to discuss the accounts and the best way to move forward.

Jay Moyer then moved on to the Clerk's Minutes of the February 5, 2024. The wording needs corrected to say "approach" in paragraph 9 and then change the word Armory to Community Center.

It was brought to Jay Moyer's attention the Asa McCain bridge needs repair. He suggests Cindy reach out to George Sheffel for his opinion on how bad he thinks it is structurally and possible repairs.

Utility adjustment was requested by Stan at Potomac Edison. They are having the same issue as last year with water leaking. The nuts and bolts on the meter seem to be failing and causing a leak. Dean Keefer, Superintendent of Public Utilities reviewed the situation today and will return with his crew to assess the situation tomorrow. Jay Moyer would like the meter replaced to avoid this issue happening again.

The street department's garage door was damaged when an employee was backing a truck out and another employee closed the door. The door struck the truck and damaged springs in the top of the door. We have received 2 quotes with the lowest cost in the amount of \$5,900.00 from C&N Metals. Our LGIT deductible is \$1,000. Cindy asked if the council

would rather pay the cost from town funds or use our LGIT insurance? Fred Gregg questioned if we should raise the deductible to lower our costs. Cindy is to request a quote regarding increasing the deductible to \$5,000. A motion to approve the quote by C&N Metals in the amount of \$5,900 payable at the Town's expense by Sherwin Teagarden with a 2<sup>nd</sup> by Dave Beard. Motion carried unanimously.

The Administrative Session ended at 5:00 PM.

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk